



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

Senior Clerk (Multiple Positions)

Posting Number

PN# 111197

Department

Health & Human Services Department

Division

Neighborhood Services

Section

Women Infant and Children (WIC)

Reporting Location

8000 N. Stadium, 3rd Floor*

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES

Performs complex clerical and general office functions, including preparing and maintaining records and files, typing, processing mail and answering telephones.

CORE FUNCTIONS

- Greets, registers, assists and directs clients. Accepts clients documents, determines readiness for certification, and pulls client records.
- Responds to telephone inquiries and schedules initial, recertification, nutrition education, and missed appointments.
- Schedules or assists in scheduling appointments.
- Completes "Quick Intakes," enters data for certification and immunizations processes, facilitates participant transfer possess, and issuing family ID cards.
- Assists in training employees and performs other duties as assigned.

WORKING CONDITIONS

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

MINIMUM EDUCATIONAL REQUIREMENTS

Ability to read, write, add, subtract and follow oral and/or basic written instructions as might normally be acquired through nine to eleven years of formal schooling. No special knowledge of any subject area or technical field is required.

MINIMUM EXPERIENCE REQUIREMENTS

One year of clerical experience is required.

MINIMUM LICENSE REQUIREMENTS None

PREFERENCES

- Bilingual (English/Spanish) skills are preferred for some positions.
- Willing to work evening and weekends.
- Previous WIC experience is preferred.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

GRANT FUNDED POSITION

Grant positions are dependent upon continued available funds. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 8
\$800 - \$1,098 Biweekly \$20,800 - \$28,548 Annually

OPENING DATE

June 14, 2006

CLOSING DATE

June 27, 2006

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

An equal opportunity employer